

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

February 4, 2008
Aldermen Sullivan, Lopez,
DeVries, M. Roy, Ouellette

5:30 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Sullivan calls the meeting to order.
2. The Clerk calls the roll.
3. Department travel/conference summary reports submitted as follows:
 - a) Sharon Wickens, Guy Beloin, Maureen Cail, and Lisa Sorenson
(Finance) National Association for Financial Professionals Conference
(October 22 – 24, 2007).
 - b) JoAnn Bennett (EPD), Introduction to ArcGIS 9.2
(January 16, 17 & 22, 2008)

Ladies and Gentlemen, what is your pleasure?

4. Communication from Fred McNeill, Chief Sanitary Engineer, requesting a waiver from the City's travel policy to attend the New England Water Environment Association's Conference in Boston, MA from January 27 – 28, 2008.

Ladies and Gentlemen, what is your pleasure?

5. Communication from William Sanders, Finance Officer, submitting the City's Monthly Financial Report (unaudited) for the six months ended December 31, 2007.

Ladies and Gentlemen, what is your pleasure?

6. Communication from Sharon Wickens, Assistant Director of Treasury, submitting Finance Department reports as follows:
 - a) Department Legend;
 - b) Open Invoice report over 90 days by fund;
 - c) Open Invoice report all invoices for interdepartmental billings only;
 - d) Open Invoice report all invoices due from the School Department only;
 - e) Listing of invoices submitted to City Solicitor for Legal
 - f) Determination; and
 - g) Accounts Receivable summary.

Ladies and Gentlemen, what is your pleasure?

7. Communication from Sharon Wickens, Assistant Director of Treasury, submitting the 2nd Quarter Fiscal Year 2008 write-off list for the Accounts Receivable module.

Ladies and Gentlemen, what is your pleasure?

8. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the VISTA program and updating the committee on the status of pending and future audits.

Ladies and Gentlemen, what is your pleasure?

9. Communication from David Cornell, Chairman, Board of Assessors, submitting a report of all businesses that made payments in lieu of taxes to the City for tax year 2007.

Ladies and Gentlemen, what is your pleasure?

10. Communication from Jennie Angell, Director of Information Services, updating the committee on HTE and the ability to flag delinquent accounts in the system.

Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove the following item from the table.

11. Finance Officer and City Solicitor to provide information regarding biennial budgeting.
(Tabled 12/17/07)

12. If there is no further business a motion is in order to adjourn.